A T Y O U R S E R V I C E O N L I N E

T A X E S

C R U Z P A Y - O N L I N E T I M E S H E E T S f o r R E A D E R S a n d T U T O R S

G E T T I N G Y O U R P A Y C H E C K

T A X E S

G S R a n d T A P A Y D A T E S

READER and TUTOR PAY DATES

The pay date is every other Wednesday. Biweekly pay date calendar:
https://financial.ucsc.edu/Pages/Payroll_Pay_Dates_Calendar_Public.aspx

CRUZPAY - ONLINE TIMESHEETS for READERS and TUTORS

CruzPay is UCSC’s online time reporting system. Readers and Tutors are required to report hours worked and submit a time sheet every biweekly pay period end via CruzPay. No time sheet submit = no pay. Information about your CruzPay account will be sent to your @ucsc.edu email.

T A X E S

The tax withholding allowance for ALL new hires defaults to "Single, 0", which represents unmarried with no dependents. U.S. Citizen and Permanent Resident employees may update tax withholding allowances via their At Your Service Online account.

Non-U.S. Citizens will use GLACIER, a web-based Non-Resident Alien tax compliance system, which helps determine the correct tax rate. Your GLACIER account will be created and sent to you upon the entry of your appointment into the payroll system.

A T Y O U R S E R V I C E O N L I N E

You will be eligible to set up your AYSO account after ALL of the following actions have occurred:

1. Your appointment is entered into the payroll system (typically 1-3 business days after payroll paperwork is completed).
2. (for employees pending a social security number) Your social security card has been brought to the BSOE Payroll Analyst; the social security number has been entered into the payroll system; at least one day since the entry has passed.
3. Your appointment payroll start date has also passed.

If you experience difficulties logging in after the above actions have occurred, call UCOP Customer Service: 1-800-888-8267

Setting Up Direct Deposit For Your Paycheck

1. Logon to your At Your Service Online Account.
2. Select Direct Deposit under the Income and Taxes header.
3. Follow the instructions to set up automatic deposit of your paycheck. A U.S. bank account and routing number is required.
4. You will continue to receive a paper check until the direct deposit activates.

Other Services Available On AYSO

- Change direct deposit for your paycheck
- Update tax withholdings (U.S. Citizens only)
- View/print earning statements (pay stubs)
- Obtain employment verification
- Update contact information (address, email)
- View/print W-2 (for end of the year taxes)